

# CONSTITUTION

Shelton State Community College

Local, Alabama Education Association

In order to promote and enhance the process of and the status of education as well as our own professional welfare, we band ourselves together under the title of Shelton State Community College A.E.A. Chapter, and subject ourselves to the following constitution.

## Article 1 – Membership

Members must be in the employ of Shelton State Community College and be current in the payment of membership dues as prescribed under the provisions of this instrument.

## Article 2 – Dues

### Section 1

Annual dues shall consist of the composite State dues, plus the local dues that are fixed by this body. The amount of local dues may be fixed or adjusted from time to time by majority vote at a regular business meeting when two-thirds of the membership is present, or by majority vote regardless of attendance at a meeting called for this announced purpose. Local dues will be used only for approved local association business.

### Section 2

Annual dues for the associational year beginning April first, shall be due and payable on or before December first prior to the year in question.

### Article 3 – Assessments

This Chapter may assess its membership for money for special purposes, the conditions being:

1. The majority of those members present voting for the assessment at a regular meeting or;
2. at a called meeting provided the announcement and item of business is made known three or more days in advance of the meeting. The three days notice requirement may be waived if two-thirds or more of the membership is present.

### Article 4 – Officers

The officers of this Chapter shall consist of (1) a president, (2) a vice-president/ president-elect, (3) a secretary, and (4) a treasurer. Candidates for these offices shall be those recommended by a committee approved by the president and any nominated from the floor.

The nominations made from the floor and those brought by the committee shall constitute the ballot. When no nominations are made from the floor for an office, the candidate brought by the nominating committee must have an affirmative vote of over 50% of those present. When more than one candidate seeks an office, the one receiving the highest number of votes shall be the winner.

Elections shall be held not later than April first and the term of office shall be for one year beginning on April first.

Should any officer not complete his term, a replacement for that office shall be elected in the manner described above, to serve the unexpired portion of the term. In the case of the president not completing his term, the vice-president shall officiate while

a nominating committee of his appointment secures and brings a candidate for president to finish the unexpired portion of the term.

## Article 5 – Duties of Officers

### Section 1 – The President

It shall be the duty of the president to:

1. preside at all meetings of the Chapter, and
2. appoint membership on standing and special committees.

### Section 2 – The Vice President

In the absence of or in the capacity of the president, the vice-president shall perform the duties of the president.

### Section 3 – The Secretary

1. The secretary shall make a minute of each meeting of the Chapter and retain same in a bound or otherwise secured volume. (Not a loose-leaf book)

2. The secretary shall maintain liason with state and national headquarters. This includes mailing a list of administrative personnel and changes of same when changes occur.

### Section 4 – The Treasurer

The treasurer shall receive and disburse all moneys of the Chapter, maintain permanent records and render reports of all financial transactions, and be custodian of all funds and property of the Chapter. The treasurer shall also serve as the local agent of the state and national units in matters pertaining to this office and shall forward all state and national moneys within thirty days of their receipt, or in the case of payroll deductions, monthly.

## Article 5 – Amendments

### Section 1

Amendments may be made by a two-third vote at any regular meeting.

### Section 2

This body is competent to modify and to annul by amendment, and to chart its own course. *Robert's Rules of Order* shall prevail.

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The date stamped on this document was Sep 17 1979.